



Minutes of Meeting held Wednesday 16th October, 2019 at the Brown Jug

Apologies. Elise Forbes

Present: Derek Scarborough: Chair, (DS), Martin Mordecai (MM), Jan Champion (JC), Lorelei Symes (Lorelei S), Karen Scarborough (KS), Jill Douglas (JD), Lizzie Symes (LS), Lucy Dodsworth (LD), Heather Cole (HC), Derek Cole (DC), Sue Key (SK), John Hepworth (JH). Rob Willets (RB), Vikki Willets (VW).

Minutes of previous meeting

The minutes of the previous meeting were accepted with following amendments:

- DS buying Battery Mower and Strimmer for £80
- DS inviting ideas for Newsletter
- MM asked for year to added to Meeting Minutes

Planning Applications:

No new relevant planning applications of note have been received

Utility Boxes in Bath Road

~~Action : DS to liaise and advise developments.~~

A meeting has been arranged with the Council/ Bath Road Traders/SPAJRA on November 27th.

Mention made that same supplier for Noticeboard lettering [see below] could also copy hi-resolution pictures, which may be suitable for utility boxes.

Action : DS to enquire if Five Alls would be interested in renewing the painting on their cellar doors.

The Triangle

Discussion on a replacement tree. Some did not want to replace, others happy to replace and all open to planting a tree somewhere. Decision was:

- Investigate a suitable tree for The Triangle with maximum growth height 4-6 metres [where the telegraph pole is 9 metres]; cost between £15-£25; options likely another Mountain Ash, a Field Maple or a Himalayan Birch
- JH to dig into current hole to see if soil is suitable, as this may also have contributed to the poor state of the current Mountain Ash
- If not suitable, then arrange to plant a tree elsewhere in the NARA remit but to be discussed at next meeting

Action : JH to advise with a view to possible replacement tree.

Planters

~~Action : DS convene meeting to confirm planters design.~~

Meeting convened; Large 600 x 600 Planter ordered to house Christmas Tree in the first instance. Requirement for further planters to be considered in the New Year.

JA, JH and EF reported that there had been many positive comments about the Triangles from passers-by. Official thanks then go to the Gardening Sub-Group for all their hard work.



Noticeboard

The posts were installed by DS, RC and Steve, and then disassembled so that the notice board could be delivered to Duncan at Paperbox on the Mead Road Trading Estate to have lettering applied to the rear (see cost below).

Action : Lorelei obtain quotes for sign.

Quote for £40 + VAT received and accepted.

Action : RW forward proposed text to LS

Completed.

Action : VW volunteered to look after the notice board by posting notices and managing what is posted. VW to provide her details on the Notice Board so she can be contacted.

Action :DS arrange procurement of more keys.

MM asked if the Notice Board was insured.

Action : DS to check Insurance situation.

Civic Awards

Action : Lorelei S to monitor future opportunities.

Membership Report

CB is trying to re-align membership payments to be due for payment on a fixed date annually; and is chasing outstanding subs.

Action : CB to advise progress on membership realignment to 1st January.

Action : CB to provide street reps with up to date details of membership.

Meeting considered whether there was a need for a Secretary role and a Membership Secretary role. Discussion on this for AGM was agreed. Meeting considered the definition of what membership now means, with NARA now established. Is it sufficient to tell members where their money is spent? More social media and newsletter 'hard copy' activity?

Action : VW agreed to start fortnightly up-dates on Facebook.

Fundraising

JH and JD volunteered to help DS with fundraising.

Action: DS to convene Fund Raising meeting.

Finances

Expenditure 3707.54; budget £4581.00; Balance £873.46. Summary table:

	Exp	Budget	Balance	Status
Mower & Strimmer	80	0	-80	Purchased bill to be forwarded to RJ
Gazebo	550	500	-50	Purchased bill to be forwarded to RJ



	Exp	Budget	Balance	Status
Planter	194	881	687	Purchased bill to be forwarded to RJ
Notice Board	2782.8	3000	217.2	Paid pro-forma and installed
Notice Board Signage	48	0	-48	Supplier awaiting payment.DS forward bill.
Postcrete & Gravel	15.14		-15.14	Purchased bill to be forwarded to RJ
Post Tools	7.61		-7.61	Purchased bill to be forwarded to RJ
Post Tools	29.99		-29.99	Purchased bill to be forwarded to RJ
Soil		200	200	Not yet actioned
	3707.54	4581	873.46	

Action: KS to check progress with Andrews on £175.

Litterpicks and other activities

~~Action: RW to forward details of tool to RJ so that he can purchase.~~

2 scraper tools purchased to help clean gutters in road.

Action: All: Window Box event to be revisited in the New Year.

Action: All to identify anyone who might need help in maintaining their frontages.

A.O.B

1. Christmas Cards

Action: JD organise Christmas Cards with 400 needed.

2. Christmas Carol Service (Monday 23rd December 2019)

~~Action: DS confirm date of Christmas Carol Service ASAP.~~

~~Action: DS apply for road closure in time for appointed date.~~

DS reported that the application to close Hermitage Street had been submitted to the council who have acknowledged receipt.

Action : DS to send hymn sheet to Jill for review.

3. Christmas Tree

The intention is to have a Christmas Tree on the Triangle

Action: RC to investigate sources of Christmas Trees for the Triangle.

On-going, but need decision for next meeting.

4. Advent Window

Action: KS to organise Advent Window Event, pending newsletter distribution.



5. Newsletter

Suggestions needed for newsletter and newsletters in future. JH commented that a piece stating, 'did you know we are in a smokeless zone?' would raise awareness, as a number of wood burning stoves have been installed in the area.

Any Other Business

LD requested an update on current Street Reps.

DS advise status of street reps.

It was suggested that the newsletter be ready for delivery Friday 1st November for delivery by 7th.

Next Litter Pick: 8th December.

Next Meeting : AGM December 4th 7pm Brown Jug (was 27th November)

John Hepworth

25/10/2019

Agenda for Annual General Meeting on 4th December, 7pm, Brown Jug.

- 1. Apologies**
- 2. Previous Minutes**
- 3. Chair's Report – Derek Scarborough**
- 4. Treasurers Report – Richard James**
- 5. Election of Chair, Secretary, Treasurer & Membership Secretary.**
- 6. Planning Applications**
- 7. Newsletter**
- 8. Advent Windows**
- 9. Carol Concert**
- 10. Utility Boxes**
- 11. A.O.B**